Manager Self Service

Course MSS710

Prerequisites

Prior to this course, you should have completed the Basic Navigation online course.

Logistics

- Breaks
- Location of restrooms
- Login/user id for class
- Please turn off or mute all cell phones and pagers
- Questions

Agenda

- Introduction to Edison
  - Features
- Edison HCM
- Edison Process Flow
- Course Components
- Course Objectives
- Training Tools
- Edison Help

Introduction to Edison
Why Edison?

- Replacement of existing old and maintenance-burdening administrative systems with a fully integrated solution

- Improve out-dated business processes

- Eliminate duplicate functionality between department and centralized administrative systems

- Meet user department needs not currently met by centralized systems

- Achieve operational efficiency

- Provide better management information

- Leverage new technology

Edison Features

- Web-enabled – allows employees, vendors easier access in a familiar Web environment
- Self-service – more information available directly to owner of data (for example, employee)
- Single integrated database, eliminates keying same data multiple times
- Common user interface between many functions, allows easier transition when employees change jobs
- Real-time processing – current information is available now
- Integration with desktop "office suite" software – many reports can be output directly to Excel
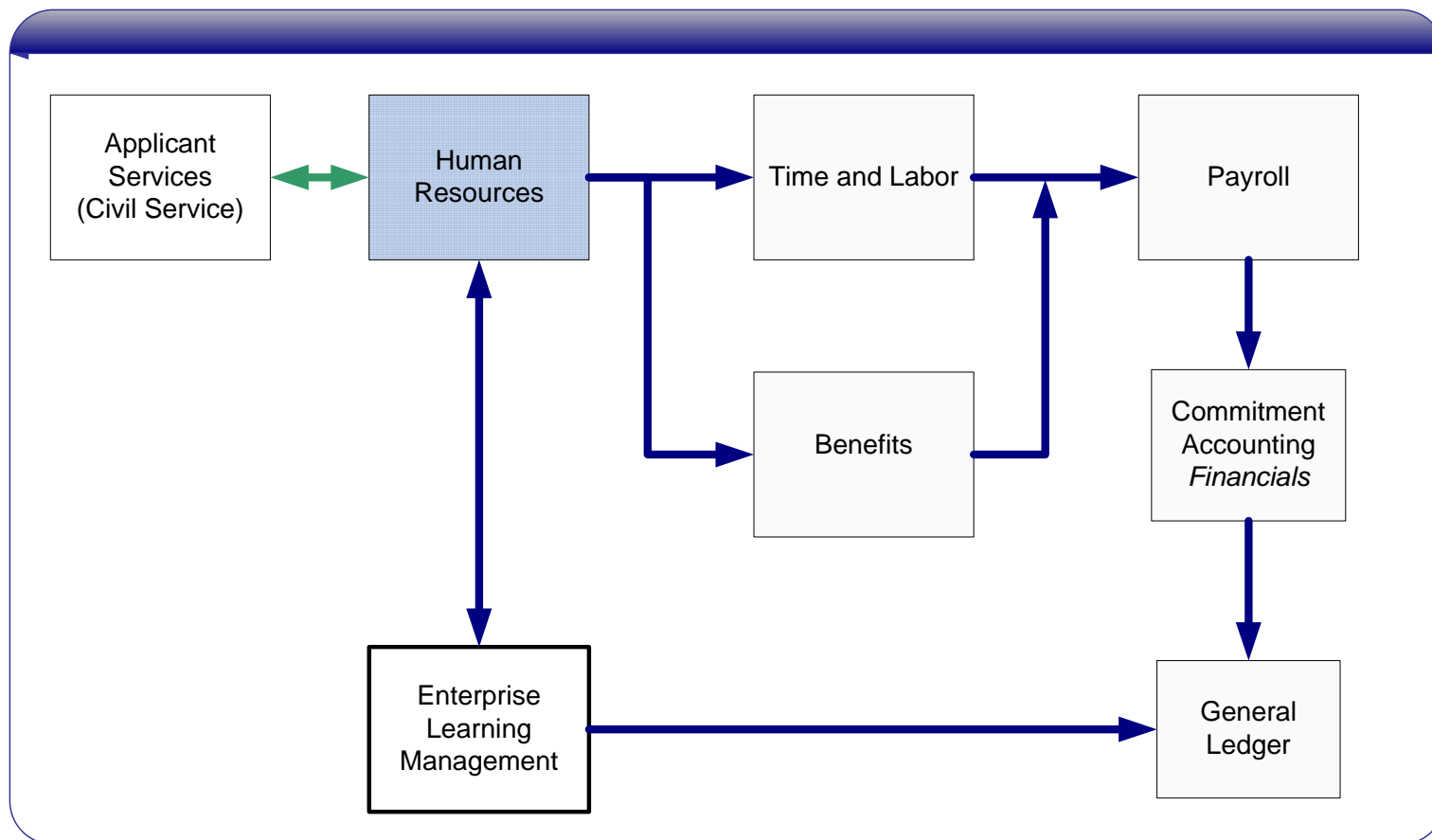
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Edison HCM

- ## What is HCM?

    Human Capital Management. Includes Benefits, Time & Labor, HR, Enterprise Learning Management, and Payroll.

- ## Employee's status in HR drives other modules

Introduction to Edison Continued:
Edison Process Flow

Applicant Services (Civil Service) ←→ Human Resources → Time and Labor → Payroll

Human Resources → Benefits

Benefits → Time and Labor

Payroll → Commitment Accounting *Financials*

Human Resources ↕ Enterprise Learning Management

Commitment Accounting *Financials* → General Ledger

Enterprise Learning Management → General Ledger

Manager Self Service

- This course deals with four major areas of the HCM System:

  - **_Time and Labor –_** How to enter and approve time, and how to process electronic requests for employees.

  - **_Enterprise Learning Management_** – How to control information of those that report to Managers, Approve/deny enrollment request from their team including supplemental learning, review teams progress, schedule, certification status, planned training.

  - **_Human Resource Management_** – How to view emergency contact information for an Employee.

  - **_Performance Management_** – How to enter, evaluate and manage performance evaluations for employees.

Course Components

- Course Syllabus
- Training Manual
- Training Environments *(UPK)*
- Support Materials
  - Quick Reference Guide
  - Handouts

Course Objectives

- Learn how to manage employee timekeeping records using Edison.

- Learn how to manage employee overtime requests.

- Learn the performance evaluation process.

- Learn how to request, approve, deny employee training development activities.

Training Tools

- (UPK) User Productivity Kit

  - Supplied by PeopleSoft for development of training materials,
  - Lesson Activities will be completed in the UPK today.
    - See It
    - **<u>Try It</u>**
    - Know It
    - Do It

New Definitions

- ***Employee ID** – A random identification number assigned to each State of Tennessee employee that will be the primary employee identifier in Edison.*

Time & Labor Definitions

- **Exception** – *A condition that exists regarding reported time when it does not comply with Time and Labor Rules. All exceptions require review or action.*

- **Time Reporting Code** – *A code that is assigned to reported hours on the employee's timesheet identifying the type of time or leave reported (Example: Sick, Regular Hours or Annual).*

- **Time Administration** – *The core process in Time and Labor that applies all applicable Time and Labor rules to reported time. The end result of the Time Administration is either payable time that will be sent to payroll for processing or exceptions that are not passed to payroll.*

- **Reported Time** – *The time submitted on the employee's timesheet.*

- **Payable Time** – *The resulting time after Time Administration has successfully applied all applicable Time and Labor rules to reported time. Payable time is sent to payroll for processing.*

- **Task Profile** – *Assigned to an employee's reported time to account for payroll costs associated with a specific task. The Task Profile charges the identified time to the appropriate financial chart string.*

- **Task Group** – *Assigned to an employee to determine Task Profiles available for selection on the time sheet.*

ELM Definitions

- **Team Members –** *All employees that report to you as a supervisor according to the Human Resource record.*

- **Learner –** *Any individual that will be enrolled in a training activity.*

- **Learning Financial Administrator –** *This role confirms the chartfield values in the enrollment process.*

- **Chargeback –** *This is the mechanism used in billing an internal agency for learning events.*

- **Activity –** *A training course with a date and time assigned.*

- **Team Members Learning Details –** *A list of all team members and their corresponding training details.*

Performance Management Definitions

- ***Performance Documents –*** *Performance Evaluation templates created in Edison.*

- ***Major Job Responsibilities –*** *Referred to as job performance responsibilities on the current State paper job performance planning and evaluation document.*

- ***Characteristics of Exceptional Performance –*** *Referred to as characteristics of exceptional performance on the current State paper job performance planning and evaluation document.*

Edison Help

- Edison Help Desk is available for all questions

- Limited hours until full system go-live
  - 8:00 am - 4:30 pm CST

- **EDISON HELP DESK:**
  - 741-HELP (615-741-4357) or 866-376-0104
  - Edison.hd@state.tn.us

- **CENTRAL PAYROLL CALL CENTER:**
  - 615-741-PAID or 877-944-3873

- **BENEFITS SERVICE CENTER:**
  - 615-741-3590 or 800-253-9981

Questions?